Clerk's AR Menu

AUDIT/SET UP A NEW ACCOUNTS RECEIVABLE

This menu contains options for auditing bills and establishing a new billing record in the Accounts Receivable file for an existing debtor. To add a new debtor, see the Set Up and Audit New Accounts Receivable option.

AUDIT AN ELECTRONIC BILL

This option displays a new bill for review, allows the auditor to approve it, and if approved, continues the bill through AR processing.

The option asks if you wish to "Loop" through all New Bills and then allows you to select the Rate Types to loop through. This feature facilitates the clerk's job eliminating the need to determine the new bills and enter it in for auditing. The computer will then display the information it has stored for each bill. After reviewing and/or editing the bill, you will be prompted for your Electronic Signature Code. If your Electronic Signature Code is entered correctly, you will see a message informing you that an FMS document has been created and sent and you can proceed to audit other bills or return to your menu.

```
Select Audit/Set up a New Accounts Receivable Option: AUDIT an Electronic
Bill

Do you want to loop thru 'NEW BILLS'? YES//

Select rate types to loop through or hit 'Enter' for all rate types.

Select Rate Types to Include: ??

Choose from:
    1          CRIME VICTIM  Who's Responsible: INSURER
    2          DENTAL  Who's Responsible: PATIENT
```

```
      3            HUMANITARIAN  Who's Responsible: PATIENT
      4            INTERAGENCY  Who's Responsible: OTHER (INSTITUTION)
      5            MEANS TEST  Who's Responsible: PATIENT
      6            MEDICARE ESRD  Who's Responsible: OTHER (INSTITUTION)
      7            NO FAULT INS.  Who's Responsible: INSURER
      8            REIMBURSABLE INS.  Who's Responsible: INSURER
      9            SHARING AGREEMENT  Who's Responsible: OTHER (INSTITUTION)
      10           TORT FEASOR  Who's Responsible: INSURER
      11           WORKERS' COMP.  Who's Responsible: INSURER
      12           CATEGORY C  Who's Responsible: PATIENT
      13           CHAMPVA REIMB. INS.  Who's Responsible: INSURER
      14           CHAMPVA  Who's Responsible: INSURER
      15           TRICARE REIMB. INS.  Who's Responsible: INSURER
      16           TRICARE  Who's Responsible: INSURER
      17           INELIGIBLE  Who's Responsible: PATIENT
      18           FEE REIMB INS  Who's Responsible: INSURER
      19           HUMANITARIAN REIMB. INS.  Who's Responsible: INSURER
      20           INELIGIBLE REIMB. INS.  Who's Responsible: INSURER
      21           DENTAL REIMB. INS.  Who's Responsible: INSURER

Select Rate Types to Include: 15   TRICARE REIMB.
Select Rate Types to Include: 16   TRICARE
Select Rate Types to Include:

SITE: ALTOONA VAMC//            PENNSYLVANIA                       000
==============================================================================
BILL #:   000-K400058        CATEGORY:   TRICARE

DATE BILL PREPARED: MAY 26,1994
DEBTOR:  ARDEBTOR, ONE
         123 MAIN ST
         ANYTOWN, PA  16602       PHONE NO.:(814) 944-0000

BILL RESULTING FROM: OVERPAYMENT

APPROVED IN MED BY : ONE,TEST

Date      Description            Quantity  Units   Cost     Total Cost
==============================================================================
(Since this is an overpayment no data is necessary here.)
==============================================================================
         BILL # : 000-K400058              DEBTOR : ARDEBTOR, ONE

FISCAL YEAR              FUND (APPROPRIATION)         ORIGINAL AMOUNT
   94                        0160A1                        100.00
==============================================================================
                         ***  REFUND  ***

CONTROL POINT : 101

BUDGET OBJECT : 2699                      COST CENTER  : 870000
        SUB :                                     SUB : 21
==============================================================================
                       ***  REIMBURSEMENT  ***

REVENUE SOURCE :                                  SUB :

IS THIS DATA CORRECT? NO//    (NO)
Do you want to edit this information ? NO// Y  (YES)
Will this bill be a REFUND or REIMBURSEMENT? REFUND//

CONTROL POINT: 101// 102
SAT STATION:
```

```
COST CENTER: 870000//
BOC (SUB ACCOUNT): 2699//
BILL RESULTING FROM: OVERPAYMENT//

=============================================================================
BILL #:   000-K400058        CATEGORY:   VENDOR

DATE BILL PREPARED: MAY 26,1994

DEBTOR:  ARDEBTOR, ONE
         123 MAIN ST
         ANYTOWN, PA  16602       PHONE NO.:(814) 555-0000

BILL RESULTING FROM: OVERPAYMENT


APPROVED IN MED BY : ONE,TEST

Date      Description              Quantity  Units  Cost    Total Cost
=============================================================================

=============================================================================
       BILL # : 000-K400058             DEBTOR : ARDEBTOR, ONE

FISCAL YEAR               FUND (APPROPRIATION)        ORIGINAL AMOUNT
   94                        0160A1                       100.00
=============================================================================
                         ***   REFUND   ***

CONTROL POINT : 102
BUDGET OBJECT : 2699                      COST CENTER  : 870000
        SUB :                                    SUB : 21
=============================================================================
                      ***   REIMBURSEMENT   ***

REVENUE SOURCE :                                     SUB :

IS THIS DATA CORRECT? NO// Y   (YES)
Do you want to write any comments for this bill ? NO//   (NO)
Enter Electronic Signature Code:  <Signature>
Building FMS Billing Document. Please hold...

FMS document, # 5208, built and queued for transmission.

*** AUDITED AND RELEASED ***
```

SET UP AND AUDIT NEW ACCOUNTS RECEIVABLE

This option establishes debtor accounts for AR bills that must be loaded into the system manually. It primarily sets up accounts that have not already been established via the electronic Billing Module of Accounts Receivable. If the debtor already has an account, use the Audit an Electronic Bill option to activate any subsequent bills. The paper bill you are working from should contain all of the information you need, facilitating data entry. Bills sent to you electronically already contain their account information, and you should use the option Audit an Electronic Bill to work with them. If you enter a number that has already

been used, you will see a message telling you to choose another bill number.

If the bill you are working with has been sent to you electronically, you must use the Audit an Electronic Bill option to review it. If the bill has been entered into the system but is not complete, use the Edit an Incomplete Accounts Receivable option. If you are working with a Category C type transaction (Means Test), the computer will ask you for the type of care, debtor name, resulting from, date of charges, service, approving official, and finally, for any comments.

The debtor can be a patient, a vendor, an employee or ex-employee, another federal agency, or any other party responsible for paying the bill. When you make new entries, these entries must match entries in the other appropriate files. For example, patients you enter must exist in the Patient file, and vendors you enter must exist in the Vendor file. You may add a new debtor, provided the category of the AR entered does not require a patient or Third Party type debtor. These types of debtors cannot be entered here; they can only be entered in the MAS software. However, if the category does not require a patient or Third Party type debtor (the other debtor types are means test patient, other-person, vendor, and institution), you may add a new debtor.

AMENDED BILL AUDIT

This option displays an amended bill for auditing. This action requires an electronic signature to complete.

Once a bill has been returned to the billing service for amendment and is on a subsequent pass through the audit procedure, there are other actions that may need to be taken, depending on the nature of the amendment. Once the bill has been reactivated, the system reminds you of additional actions.

```
Select Audit/Set up a New Accounts Receivable Option: AMENDed Bill Audit
Select ACCOUNTS RECEIVABLE BILL NO.: K20177  000-K20177        MILITARY
09-27-93    ARpatient,one   AMENDED BILL
=======================================================================
BILL NO.: 000-K20177               DEBTOR:   ARpatient, one
ORIGINAL AMOUNT: $600              CATEGORY: MILITARY

 <<RETURNED>>
DATE: SEP 27,1994                  BY: TWO,TEST
REASON:
   SHOULD BE 60 QUANTITY
```

```
 <<AMENDED>>
DATE: SEP 27,1994                     AMENDED BY: TWO,TEST
AMENDED AMOUNT: $20
COMMENTS:
   ADDED ADDITIONAL $20
======================================================================
Is this correct ? NO//<ret>   (NO)
Do you want to return this bill to the service again ? NO// YES  (YES)
Are you sure you want to return this bill to the Service ? NO// Y  (YES)
DATE RETURNED TO SERVICE: SEP 27,1994//<ret>
FISCAL COMMENTS (RETURN): SHOULD BE 60 QUANTITY
```

EDIT AN INCOMPLETE ACCOUNTS RECEIVABLE

This option is used to edit Accounts Receivables that are in a status of Incomplete. The information displayed by this option depends on the category that has been assigned to the incomplete bill.

When you are satisfied that everything is correct, enter your signature code. It is important to emphasize the fact that you should be sure the entries are correct before you attach your electronic signature. To allow you to correct any errors discovered after using this option, the AR Supervisor must return the bill to you. Even if the bill is canceled, it must be re-entered with a new bill number since the system stores the complete bill history along with its number.

```
Select ACCOUNTS RECEIVABLE BILL NO.:   000-K400025   VENDOR    05-18-94
ARDEBTOR, ONE     INCOMPLETE  $1.00

CATEGORY: VENDOR//
DEBTOR: ARDEBTOR, ONE//
BILL RESULTING FROM: OVERPAYMENT//
DATE BILL PREPARED: MAY 18,1994//
SERVICE: MEDICAL SERVICE//
APPROVING OFFICIAL (SERVICE): ONE,TEST//
BILL TYPE: REIMBURSEMENT//
FUND: 2431          1994        1994
SAT STATION: 12
Do you want to write any comments for this bill ? NO//   (NO)
======================================================================
BILL #:   000-K400025        CATEGORY:   VENDOR

DATE BILL PREPARED: MAY 18,1994

DEBTOR:  ARDEBTOR, ONE
         123 MAIN ST
         ANYTOWN, PA  16602       PHONE NO.:(814) 555-0000

BILL RESULTING FROM: OVERPAYMENT
APPROVED IN MED BY : TWO,TEST

Date      Description          Quantity   Units   Cost     Total Cost
```

```
=========================================================================
         BILL # : 000-K400025              DEBTOR : ARDEBTOR, ONE

FISCAL YEAR             FUND (APPROPRIATION)         ORIGINAL AMOUNT
   94                        2431                        200.00
=========================================================================
                        ***  REFUND  ***
CONTROL POINT :
BUDGET OBJECT :                          COST CENTER  :
        SUB :                                SUB :
=========================================================================
                     ***  REIMBURSEMENT  ***

REVENUE SOURCE :ARRV                              SUB :

IS THIS DATA CORRECT? NO// y  (YES)
Enter Electronic Signature Code:     <Signature verified>
Building FMS Billing Document. Please hold...
FMS document, # 31, built and queued for transmission.
```

NEW BILL FORMS PRINT

This menu contains options necessary for printing a copy of bill forms.

> New Bill
> forms print
> menu
>
> Other Bill Form Print
> Reprint 'Other' Bill

OTHER BILL FORM PRINT

This option will print all the other bill forms which include the 1080 and 1081 bills. This option is for use with new bills only.

RE-PRINT 'OTHER' BILL

Use this option to print a second, or subsequent, copy of the 1080 and 1081 forms.

PROFILE OF ACCOUNTS RECEIVABLE

This option prints a report about activities and events that have occurred against any account. You may view these accounts by entering the debtor name, bill number, or PAT number. If the debtor is a patient, you may enter the social security number. Use this option to obtain information for veteran or third party inquiries. Also, it can be used to accumulate information for submitting delinquent debts to District Counsel.

```
OCT 22,1994  16:11 ACCOUNTS RECEIVABLE PROFILE
====================================================================
NAME: ARpatient,one                    BILL #: 000-AA0014
101 WALT ROAD                          SOC.SEC.NO.:
ANYTOWN, FL  43434                     DATE OF BIRTH:  03-04-34
```

```
PHONE NO.:                               DATE POSTED: AUG 31,1992 17:45:58

CURRENT STATUS: COLLECTED/CLOSED         CATEGORY: RX CO-PAYMENT/NSC VET
GL #:                                    DATE BILL PREPARED: AUG 31,1992

INTEREST EFFECTIVE RATE DATE:  JUL 1,1991   ANNUAL INTEREST RATE:  .085
ADMIN EFFECTIVE RATE DATE:     JUL 1,1991   MONTHLY ADMIN RATE: .91

ORIGINAL AMOUNT: 0.00

FISCAL YEAR    APPROP. CODE        PAT REFERENCE #    AMOUNT
 ----------    -----------         ---------------    ------
     92                                                0.00

                        BALANCES       PAID         LETTER1/ICD:
PRINCIPAL:              0.00          54.50         LETTER2:
INTEREST:              0.00           0.00          LETTER3:
ADMINISTRATIVE:        0.00           0.00          IRS LETTER:
                                                    DC/DOJ REF.DATE:
CURRENT:               0.00          54.50
TRANSACTIONS:
  62      1            INCREASE ADJUSTMENT        08/31/92      50.00
  63      2            INCREASE ADJUSTMENT        08/26/92       4.50
  79      B2222222     PAYMENT (IN PART)          08/31/92       2.00
  80      B2222222     PAYMENT (IN PART)          08/31/92       5.00
  86      B3333333     PAYMENT (IN FULL)          09/03/92      47.00

BILL RESULTING FROM:   UNEARNED MD/DD BONUS

Statement date: NOV 8,1994
OTHER BILLS:
  000-AB0004 (PREP/REFU)  000-AA0015 (RX C/COLL)  000-AB0020 (PREP/CANC)
  000-AB0029 (PREP/REFU)  000-AB0049 (PREP/REFU)  000-K20061 (VEND/PEND)
  000-K20072 (CURR/BILL)  000-K20131 (RX C/COLL)  000-K20136 (EX-E/PEND)
  000-K20188 (RX C/OPEN)
```

UPDATE ACCOUNTS RECEIVABLE

This menu contains options necessary to record new activity against a particular account.

```
update
accounts receivable
menu

Locate Debtor Address
DC/DOJ Action Menu...
Repayment Plan Menu...
Add an Administrative Cost
3rd Party Information Data Edit
Update 'Bill Resulting From' Data
COWC Referral
```

LOCATE DEBTOR ADDRESS

This option documents actions that fiscal personnel have taken to locate a debtor's address. Use this for proof of your attempts to collect debts from debtors who have no address.

```
BILL NO.:  000-K10092                DEBTOR:   ARpatient,one
================================================================
ABLE TO PAY: YES       ABLE TO LOCATE:  NO      DMV LOCA. CHECK:
POSTAL LOC. DATE SENT: OCT 13,1994    POSTAL LOC. DATE REC'D:OCT 16,1994
IRS ABLE TO LOCATE:   YES             IRS LOC. DATE SENT:    DEC 27,1992
IRS LOC. DATE REC'D:  APR  6,1994     CREDIT REP. ABLE TO PAY:  NO
```

```
CREDIT REPT. DATE SENT: SEP 23,1994    CREDIT REP. DATE REC'D:OCT  8,1994
PATIENT FOLDER REVIEWED: YES            DATE FOLDER REVIEWED:  OCT 22,1994

LETTER1:                  LETTER2:                   LETTER3:
========================================================================
ABLE TO PAY: YES//<ret>
ABLE TO LOCATE: NO//<ret>
DMV LOCATION CHECK:<ret>
POSTAL LOC.DATE SENT: OCT 13,1994//<ret>
POSTAL LOC.DATE RECEIVED: OCT 16,1994//<ret>
IRS ABLE TO LOCATE: YES//<ret>
IRS LOC. DATE SENT: DEC 27,1992//<ret>
IRS LOC. DATE RECEIVED: APR 6,1994//<ret>
CREDIT REP. ABLE TO PAY: NO//<ret>
CREDIT REPT. DATE SENT: SEP 23,1994//<ret>
CREDIT REP. DATE RECEIVED: OCT 8,1994//<ret>
PATIENT FOLDER REVIEWED: YES//<ret>
DATE FOLDER REVIEWED: OCT 22,1994//<ret>
```

DC/DOJ ACTION MENU

This menu contains options necessary to control account activities that deal with the District Counsel or the Department of Justice.

```
        dc/doj action
           menu
  Refer to DC/DOJ
  Returned by DC/DOJ
  Re-Refer to DC/DOJ
  Debit Voucher (SF 5515)
  Waived by DC/DOJ
  Terminated by DC/DOJ
  Compromised by DC/DOJ
```

REFER TO DC/DOJ

Use this option if a determination has been made that an active account must be referred for collection to government authorities. The system uses the principal balance of the account to determine which type of referral has been made. The defaults are set so that balances between $600 and $1200 will be recorded as having been referred to the District Counsel. Accounts over $1200 will be recorded as having been referred to the Department of Justice. The minimum/maximum referral amounts vary depending on which District Counsel office you work with. Check these defaults; your supervisor can change the amounts as required.

This option does not automatically pass information to the District Counsel or the Department of Justice. You are just recording account activity in the AR system.

```
Select DC/DOJ Action Menu Option: REFER to DC/DOJ
Select ACCOUNTS RECEIVABLE BILL NO.: AA0003  000-AA0003    C (MEANS TEST)
 08-12-92    ARpatient,one        ACTIVE  $500.00

IF THE PRINCIPAL BALANCE IS BETWEEN $200 AND $99999 THE REFERRAL WILL BE
TO DC.
```

```
IF THE PRINCIPAL BALANCE IS GREATER THAN $99999 THE REFERRAL WILL BE TO
DOJ.

REFERRAL DATE: T  (OCT 23, 1994)
PRINCIPAL BALANCE: 499.09//<ret>
INTEREST BALANCE:<ret>
ADMIN. BALANCE: .91//<ret>
MARSHAL FEE: 0//<ret>
COURT COST: 0//<ret>
=====================================================================
BILL #: 000-AA0003                              DATE: 10/23/93
TRANSACTION TYPE: REFER TO DC                   TOTAL AMOUNT: 500.00
PRIN.BAL.    INT.BAL.     ADMIN.BAL.    MARSHAL FEE    COURT COST
499.09        0.00         0.91           0.00           0.00
=====================================================================
IS THIS CORRECT ? NO// Y  (YES)
```

RETURNED BY DC/DOJ

This option reinstates an active account that was referred to
District Counsel or Department of Justice. It records the date
returned by DC/DOJ for the account that was referred. This
option should be used for recording accounts that are returned
by DC/DOJ because the debt has been cleared as a result of
corrective award action, or accounts that are returned and will
be cleared by appropriate write-off because of death,
bankruptcy, etc.

```
Select DC/DOJ Action Menu Option: RETURNED by DC/DOJ
Select ACCOUNTS RECEIVABLE BILL NO.: AA0003  000-AA0003    C (MEANS TEST)
08-12-92    ARpatient,one        ACTIVE  $500.00

DATE RETURNED: T  (OCT 23, 1994)
PRIN. BAL. RETURNED: 499.09
INT. BAL. RETURNED:<ret>
ADMIN. BAL. RETURNED: .91
MARSHAL FEE RETURNED:<ret>
COURT COST RETURNED:<ret>
================================================================
BILL #: 000-AA0003                              DATE: 10/23/93
TRANSACTION TYPE: RETURNED BY DC/DOJ            TOTAL AMOUNT: 500.00
PRIN.BAL.    INT.BAL.     ADMIN.BAL.    MARSHAL FEE    COURT COST
499..09       0.00         0.91           0.00           0.00
================================================================
IS THIS CORRECT ? NO// Y  (YES)
```

RE-REFER TO DC/DOJ

If it becomes necessary to refer an account to the District
Counsel or the Department of Justice more than once, use this
option to record that fact.

DEBIT VOUCHER (SF 5515)

This option makes a record of the Standard Form 5515 debit vouchers. Enter the information from the voucher. Use this option to apply a debit voucher transaction from the District Counsel or the Department of Justice.

WAIVED BY DC/DOJ

This option records accounts that are waived in full as a result of a District Counsel or Department of Justice ruling. It maintains records of those accounts that have been waived. This information is used for the Debt Collection Reports. Use your source document to enter the data as requested. It changes the status of the account to Write-Off. If you have a case where the District Counsel or the Department of Justice has waived a portion of an account, see the Waive An Accounts Receivable option.

```
Select DC/DOJ Action Menu Option: WAIVEd by DC/DOJ

Select ACCOUNTS RECEIVABLE BILL NO.: AA0003  000-AA0003   C (MEANS TEST)
 08-12-92    ARpatient,one         ACTIVE  $500.00
Are you sure you want to record this as a Waiver ? NO// Y  (YES)
WAIVED DATE: T  (OCT 23, 1994)
COMMENTS:
  1>Enter your comment related to the waiver.
```

TERMINATED BY DC/DOJ

This option records those accounts that have been terminated by the District Counsel or the Department of Justice.

The data collected under this option is used for the Debt Collection Reports. Selecting this option changes the status of the account to Write-Off.

```
Select DC/DOJ Action Menu Option: TERMINATED by DC/DOJ

Select ACCOUNTS RECEIVABLE BILL NO.: K10092  000-K10092  TORT FEASOR
10-12-92    ARpatient,one   ACTIVE  $2000.00

Are you sure you want to record this as a Termination ? NO// Y  (YES)
TERMINATION DATE: T  (OCT 23, 1994)
TERMINATION REASON: WAIVED
COMMENTS:
  1>Please enter a comment on the termination.
  2>
```

COMPROMISED BY DC/DOJ

This option records those accounts that have been compromised by the District Counsel or the Department of Justice. The data collected under this option is used for the Debt Collection Report. The account's status changes to Write-Off.

```
Select DC/DOJ Action Menu Option: COMPROMISED by DC/DOJ
Select ACCOUNTS RECEIVABLE BILL NO.: K10091  000-K10091      TORT FEASOR
10-13-92    ARpatient,one    ACTIVE  $1000.00

Are you sure you want to record this as a Compromise? NO// Y  (YES)
TERMINATION DATE: T  (OCT 23, 1994)
TERMINATION REASON: COMPROMISED
COMMENTS:
  1>Enter a comment on the compromise.
```

REPAYMENT PLAN MENU

```
            ENTER A NEW REPAYMENT PLAN
            ADD NEW BILL TO A REPAYMENT PLAN
            EDIT EXISTING REPAYMENT PLAN
   RPI      REPAYMENT PLAN INQUIRY
   STR      REPAYMENT PLAN STATUS REPORT
```

The Repayment Plan menu contains options necessary to establish, track, and manage repayment plans. If the debt owed to VA is large enough to create a substantial financial burden, the debtor may request that they repay it in installments. It is also likely that an installment plan is the agreed upon settlement resulting from negotiations with the District Counsel or the Department of Justice. In either case, the set of options gives the AR clerk the tools to set up and keep track of repayment plans. Payments under these plans are processed by the Agent Cashier payment entry options.

ENTER A NEW REPAYMENT PLAN

This option will allow the user to create a new Repayment Plan. The option prompts for a Debtor name. Once the user confirms the entry, the system will check to see if a plan already exists. If so, the system directs the user to utilize the Edit an Existing Repayment Plan option to make any changes. If no plan exists, the system will display the list of Active bills for the user to select. After selecting the bills to include, the system will list the bills chosen and prompt the user for confirmation (unless ALL is chosen). After selecting bills to include, the system will

prompt for the payment amount – the amount the Debtor will pay each month. The minimum is usually $25 – if a lesser amount is entered, the user will be asked if their Supervisor has approved this monthly payment. If the user answers Yes, the system will save the user ID and enter an Audit Log entry (see Payment Plan Inquiry for the display) to document the approval. The system will then calculate and display the number of payments along with the Due Date of First Payment. If the number of payments exceeds 36, the user will be asked if their Supervisor has approved the number of monthly payments. If the user answers Yes, the system will then save the user ID and enter an Audit Log entry. A summary of the created Repayment Plan is then displayed.

If the number of calculated payments exceeds 60 (the maximum limit), a warning message is displayed, and the user is prompted to reenter the payment amount. Otherwise, the Repayment Plan is established.

An example where the system prompts the user to affirm Supervisor approvals:

```
          Enter a New Repayment Plan
          Add New Bill to a Repayment Plan
          Edit Existing Repayment Plan
   RPI    Repayment Plan Inquiry
   STR    Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option: Enter a New Repayment Plan

Select DEBTOR NAME: VVVVVVVV,ROCCO O II

     Searching for a PATIENT, (pointed-to by DEBTOR)
  VVVVVVVV,ROCCO O II        1-4-41    XXXXXXXXX      NO     NSC VETERAN
 Enrollment Priority: 8g          Category:  ENROLLED  End Date:

        ...OK? Yes// <RET>   (Yes)

Is this the correct Debtor? (Y/N) ? YES// <RET>

This Debtor does not have a Repayment Plan

List of Active Bills:

                                           DATE OF              AMOUNT
No.  BILL NO.           AR CATEGORY         SERVICE    STATUS   OWED ($)
---------------------------------------------------------------------------
1    442-K602CQV        C (MEANS TEST)      01-20-13   ACTIVE   $   15.00
2    442-K70120T        C (MEANS TEST)      02-16-13   ACTIVE   $   15.00
3    442-K701RUP        C (MEANS TEST)      05-15-13   ACTIVE   $   15.00
4    442-K800HY6        C (MEANS TEST)      11-29-13   ACTIVE   $   15.00
5    442-K8019NI        C (MEANS TEST)      03-07-14   ACTIVE   $   15.00
6    442-K801LIH        C (MEANS TEST)      04-23-14   ACTIVE   $   15.00
7    442-K901DL8        C (MEANS TEST)      03-25-15   ACTIVE   $   15.00
8    442-K9021R0        C (MEANS TEST)      06-18-15   ACTIVE   $   15.00
9    442-K902CZW        C (MEANS TEST)      07-23-15   ACTIVE   $   30.00
10   442-K902Q8C        C (MEANS TEST)      09-04-15   ACTIVE   $   15.00
11   442-K0005WL        C (MEANS TEST)      10-16-15   ACTIVE   $   15.00
12   442-K001K5H        C (MEANS TEST)      04-11-16   ACTIVE   $   65.00
```

```
13   442-K002DAT        C (MEANS TEST)            07-20-16   ACTIVE   $   15.00
14   442-K1003WD        C (MEANS TEST)            10-12-16   ACTIVE   $   15.00
15   442-K101W0R        C (MEANS TEST)            05-04-17   ACTIVE   $   15.00
16   442-K1025PU        C (MEANS TEST)            06-03-17   ACTIVE   $   15.00
17   442-K102J8G        C (MEANS TEST)            07-18-17   ACTIVE   $   50.00
18   442-K102RA6        C (MEANS TEST)            08-10-17   ACTIVE   $   50.00
19   442-K102XR1        C (MEANS TEST)            08-30-17   ACTIVE   $   15.00

Type <Enter> to continue or '^' to exit:
                                                  DATE OF               AMOUNT
No.   BILL NO.          AR CATEGORY               SERVICE    STATUS   OWED ($)
--------------------------------------------------------------------------------
20   442-K202GA1        C (MEANS TEST)            06-22-18   ACTIVE   $   45.00
21   442-K202TA3        C (MEANS TEST)            08-01-18   ACTIVE   $   50.00
22   442-K2030K4        C (MEANS TEST)            08-24-18   ACTIVE   $   30.00
23   442-K302SFG        C (MEANS TEST)            11-23-18   ACTIVE   $   15.00
24   442-K3035IY        C (MEANS TEST)            01-02-19   ACTIVE   $   60.00
25   442-K303CBH        C (MEANS TEST)            01-22-19   ACTIVE   $   65.00
26   442-K3053IB        C (MEANS TEST)            07-23-19   ACTIVE   $   50.00
27   442-K305GKT        C (MEANS TEST)            08-29-19   ACTIVE   $   15.00
28   442-K403NUZ        C (MEANS TEST)            01-17-20   ACTIVE   $   15.00
29   442-K404EUD        RX CO-PAYMENT/NSC VET     04-10-20   ACTIVE   $    8.00
30   442-K404SYL        C (MEANS TEST)            05-20-20   ACTIVE   $   75.00
================================================================================
                                                  TOTAL OWED:   $  848.00

  Select bills using the following formats: (A)ll or (N)one or 1,2,3 and/or 1-3

Choose Bills to Add to Repayment Plan: : ALL// <RET>
Total Amount chosen is $  848.00

Is this correct? (Y/N) ? YES// <RET>

Monthly Payment Amount: 20
Has your Supervisor approved this amount? (Y/N) ? YES// <RET>

Number of Payments will be 43

The number of payments exceeds 36 payments.

Has your Supervisor approved this amount? (Y/N) ? YES// <RET>
Type <Enter> to continue or '^' to exit:

Summary of the Created Repayment Plan for AR Debtor: VVVVVVVV,ROCCO O II
--------------------------------------------------------------------------------
Monthly Repayment Amount:      $20.00      Number of Payments:        43
Date Plan Created:             1/14/21     Due Date of First Payment: 2/28/21
Total Amount of Bills in Plan: $848.00
--------------------------------------------------------------------------------

Is this correct? (Y/N) ? YES// <RET>

The Repayment Plan 442-RPP-01-000055 has been established.

Type <Enter> to continue or '^' to exit: <RET>


Select DEBTOR NAME: <RET>

          Enter a New Repayment Plan
          Add New Bill to a Repayment Plan
          Edit Existing Repayment Plan
   RPI    Repayment Plan Inquiry
   STR    Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

An example where the Monthly Payment Amount and Number of Payments are within guidelines:

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: Enter a New Repayment Plan

Select DEBTOR NAME: DDDDDDDDD,SAUL LAWRENCE

     Searching for a PATIENT, (pointed-to by DEBTOR)
  DDDDDDDDD,SAUL LAWRENCE          7-25-39    XXXXXXXXX      NO     NSC VETERAN

 Enrollment Priority: GROUP 8c   Category: ENROLLED      End Date:

        ...OK? Yes// <RET>  (Yes)

Is this the correct Debtor? (Y/N) ? YES// <RET>

This Debtor does not have a Repayment Plan

List of Active Bills:

                                         DATE OF                AMOUNT
No.  BILL NO.           AR CATEGORY       SERVICE    STATUS    OWED ($)
-------------------------------------------------------------------------
1    442-K505Q3G        C (MEANS TEST)    07-10-20   ACTIVE   $   15.00
2    442-K505QGI        RX CO-PAYMENT/NSC VET  07-13-20   ACTIVE   $   45.00
3    442-K505TL1        RX CO-PAYMENT/NSC VET  07-21-20   ACTIVE   $   27.00
4    442-K5060RN        CCN INPT          08-23-20   ACTIVE   $ 1062.10
=========================================================================
                                            TOTAL OWED:   $ 1149.10

 Select bills using the following formats: (A)ll or (N)one or 1,2,3 and/or 1-3

Choose Bills to Add to Repayment Plan: : ALL// <RET>
Total Amount chosen is $ 1149.10

Is this correct? (Y/N) ? YES// <RET>

Monthly Payment Amount: 50

Number of Payments will be 23

Summary of the Created Repayment Plan for AR Debtor: DDDDDDDDD,SAUL LAWRENCE
-------------------------------------------------------------------------------
Monthly Repayment Amount:       $50.00      Number of Payments:        23
Date Plan Created:              1/13/21     Due Date of First Payment: 2/28/21
Total Amount of Bills in Plan:  $1149.10
-------------------------------------------------------------------------------

Is this correct? (Y/N) ? YES// <RET>

The Repayment Plan 442-RPP-01-000052 has been established.


Type <Enter> to continue or '^' to exit: <RET>

Select DEBTOR NAME: <RET>

          Enter a New Repayment Plan
          Add New Bill to a Repayment Plan
          Edit Existing Repayment Plan
   RPI    Repayment Plan Inquiry
   STR    Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

ADD NEW BILL TO A REPAYMENT PLAN

This option allows the user to add new bills to an existing Repayment Plan. The user may enter the RPP ID number or the

Debtor name at the Select Repayment Plan: prompt. The system will ask the user to confirm their choice if a Debtor name is entered. Next, the system will display Debtor demographics and Repayment Plan payment and balance information. The display continues (after the user chooses the Enter key) with a list of bills which are currently included in the Repayment Plan. The next screen (which displays after the user chooses the Enter key) lists the Bills Available for Selection; the user may choose one, many or All of these bills to add to the Debtor's Repayment Plan. The user will be asked to confirm their choice of bills and total amount chosen if 'ALL' is not selected. Once confirmed, the system will display the statement "Bills successfully added to the Plan." **Note**: The system will ask users if the Supervisor has approved of adding bills to a repayment plan which extends the number of remaining payments past 36 months. The Debtor demographics and the updated plan information screen is then displayed, including the updated balance and number of payments. The display continues (after the user chooses the Enter key) with the updated list of bills which are included in the Repayment Plan.

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: Add New Bill to a Repayment Plan

Select Repayment Plan: H1234

      Searching for a PATIENT, (pointed-to by DEBTOR)
  HHHHHHH,MMMMMM DDDDD         9-10-59    XXXXXXXXX     NO     NSC VETERAN   C
 Enrollment Priority: GROUP 5    Category: ENROLLED     End Date:

        ...OK? Yes// <RET>  (Yes)  442-RPP-01-000031   CURRENT    04/28/2021

Debtor: HHHHHHH,MMMMMM DDDDD          SSN/TIN: XXXXXXXXX    DOB: SEP 10,1959
Address: PO BOX 999  , ANYTOWN, CO 80522
Phone: (999)888-7777

Plan #: 442-RPP-01-000031   Status: CURRENT     Last status date: 04/28/2021

  Current balance: $159.91          Number of payments remaining: 7
 Orig amount owed: $0.00             Original number of payments:
Total amount owed: $159.91            Total number of payments: 7
 Repayment amount: $25.00                     Auto-add New Bills:

      Plan date: 04/28/2021         First Payment Due Date: 10/28/2021

Type <Enter> to continue or '^' to exit: <RET>


                        List of Bills in Plan
-----------------------------------------------------------------------------
Bill No.           Bill Status        Category         Current Balance
-----------------------------------------------------------------------------


442-K905BF2           ACTIVE           RX CO-PAYMENT/       $50.54
442-K905JD6           ACTIVE           RX CO-PAYMENT/       $62.25
442-K905ZE1           ACTIVE           RX CO-PAYMENT/       $15.04
442-K90657G           ACTIVE           RX CO-PAYMENT/       $32.08

Type <Enter> to continue or '^' to exit: <RET>
```

```
                          Bills Available for Selection
-------------------------------------------------------------------------------
DATE OF                                                              AMOUNT
No.   BILL NO.            AR CATEGORY            SERVICE    STATUS    OWED ($)
-------------------------------------------------------------------------------
1     442-K906GAW         RX CO-PAYMENT/NSC VET  08-23-19   ACTIVE    $    71.11
2     442-K0035L5         RX CO-PAYMENT/NSC VET  10-17-19   ACTIVE    $    23.00
3     442-K0039SX         RX CO-PAYMENT/NSC VET  10-28-19   ACTIVE    $    62.00
4     442-K10002K         CC RX CO-PAYMENT       05-10-21   ACTIVE    $    33.00
5     442-K1003KS         CC RX CO-PAYMENT       05-10-21   ACTIVE    $    24.00
===============================================================================
                                                  TOTAL OWED:   $   213.11

 Select bills using the following formats: (A)ll or (N)one or 1,2,3 and/or 1-3

Choose Bills to Add to Repayment Plan: : ALL// 1-3
You chose to add the following bill(s) to this plan:

442-K906GAW
442-K0035L5
442-K0039SX

Is this correct? (Y/N) ? YES// <RET>

Total Amount chosen is $  156.11

Is this correct? (Y/N) ? YES// <RET>

Bills successfully added to the Plan.

Type <Enter> to continue or '^' to exit: <RET>


Debtor: HHHHHHH,MMMMMM DDDDD            SSN/TIN: XXXXXXXXX    DOB: SEP 10,1959
Address: PO BOX 999  , ANYTOWN, CO 80522
Phone: (999)888-7777

Plan #: 442-RPP-01-000031   Status: CURRENT      Last status date: 04/28/2021

  Current balance: $316.02         Number of payments remaining: 13
 Orig amount owed: $0.00             Original number of payments:
Total amount owed: $316.02            Total number of payments: 13
 Repayment amount: $25.00                      Auto-add New Bills:

        Plan date: 04/28/2021         First Payment Due Date: 10/28/2021

Type <Enter> to continue or '^' to exit: <RET>


                          List of Bills in Plan
-------------------------------------------------------------------------------
Bill No.            Bill Status         Category         Current Balance
-------------------------------------------------------------------------------

442-K905BF2           ACTIVE            RX CO-PAYMENT/       $50.54
442-K905JD6           ACTIVE            RX CO-PAYMENT/       $62.25
442-K905ZE1           ACTIVE            RX CO-PAYMENT/       $15.04
442-K90657G           ACTIVE            RX CO-PAYMENT/       $32.08
442-K906GAW           ACTIVE            RX CO-PAYMENT/       $71.11
442-K0035L5           ACTIVE            RX CO-PAYMENT/       $23.00
442-K0039SX           ACTIVE            RX CO-PAYMENT/       $62.00

Type <Enter> to continue or '^' to exit: <RET>


Select Repayment Plan: <RET>


        Enter a New Repayment Plan
        Add New Bill to a Repayment Plan
```

```
          Edit Existing Repayment Plan
  RPI     Repayment Plan Inquiry
  STR     Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

EDIT AN EXISTING REPAYMENT PLAN

The Edit an Existing Repayment Plan option allows the user to close or edit a Repayment plan. The user may enter the RPP ID number or the Debtor name. Only Active Repayment Plans may be edited.

<u>Edit</u>: The user may edit the Monthly Payment amount by choosing (E)dit Monthly Payment. The system will prompt for the new amount and will calculate the number of payments. The user is then asked to confirm the change.

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: edit Existing Repayment Plan

Select Repayment Plan:    442-RPP-01-000052      NEW        02/28/2021

-------------------------------------------------------------------------------
Repayment Plan Overview for AR Debtor: DDDDDDDDD,SAUL LAWRENCE

                      Repayment Plan ID: 442-RPP-01-000052

Monthly Repayment Amount:        $50.00       Original # of Payments:  23
# of Remaining Payments:         23           Current Status:          NEW
Date First Payment Due:          02/28/2021
-------------------------------------------------------------------------------


(C)lose the Plan or (E)dit Monthly Payment?  E// dit Payment Amount
New Monthly Payment Amount: 75

Number of Payments will be 16

Is this correct? (Y/N) ? YES// <RET>

Plan Updated.
Type <Enter> to continue or '^' to exit: <RET>

Select Repayment Plan: <RET>

          Enter a New Repayment Plan
          Add New Bill to a Repayment Plan
          Edit Existing Repayment Plan
  RPI     Repayment Plan Inquiry
  STR     Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

<u>Close</u>: The user may Close the Repayment Plan by choosing (C)lose the Plan. The user is asked to confirm the change, and then must choose a Reason for closing the plan – either (A)dministrative or (D)efaulted. Next, the user may enter Brief and Expanded comments as well as a Follow-up date if desired.

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: edit Existing Repayment Plan

Select Repayment Plan: CCCCCCCC,EM

     Searching for a PATIENT, (pointed-to by DEBTOR)
  CCCCCCCC,EMILIO        5-29-46    XXXXXXXXX     NO      NSC VETERAN
 Enrollment Priority: GROUP 8c   Category: ENROLLED      End Date:

        ...OK? Yes// <RET>  (Yes)    442-RPP-01-000043    NEW       02/15/2021


    --------------------------------------------------------------------------------
    Repayment Plan Overview for AR Debtor: CCCCCCCC,EMILIO

                        Repayment Plan ID: 442-RPP-01-000043

Monthly Repayment Amount:       $15.00       Original # of Payments:  53
# of Remaining Payments:        53           Current Status:          NEW
Date First Payment Due:         04/28/2021
    --------------------------------------------------------------------------------

(C)lose the Plan or (E)dit Monthly Payment?  E// c  Close Plan
Are you sure you wish to Close this plan? (Y/N) ? YES// <RET>

Reason for closing the plan: (A)dministrative or (D)efaulted  Administratively
 Closed
Is this correct? (Y/N) ? YES// <RET>

Plan Closed.
Type <Enter> to continue or '^' to exit:

Do you wish to enter Debtor comments? YES// <RET>


Reference number assigned: 442-2162352-0

Date of Contact: FEB 15,2021// <RET>
Brief Comment: closing plan
Expanded Comment:
  1>You may enter a comment related to closing the plan.
  2>
EDIT Option: <RET>
Follow-up Date: <enter a date>

Is this OK? YES// <RET>

Select Repayment Plan: <RET>


          Enter a New Repayment Plan
          Add New Bill to a Repayment Plan
          Edit Existing Repayment Plan
  RPI    Repayment Plan Inquiry
  STR    Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

REPAYMENT PLAN INQUIRY

The Repayment Plan Inquiry option will provide the user with a succinct report on a particular Repayment Plan. The user may enter the RPP Number or the Debtor name. The system will ask the user to confirm the number or name, and will then provide the output, which can be printed or displayed on-screen. The

output includes the Debtor's demographics, Plan ID number, Status and Status date. Plan information such as the Current balance, Original and Total amounts owed, Repayment amount, the Number of payments remaining, and the Original and Total number of payments are also included. The report also includes the list of bills associated with the Plan, the schedule of payments, a list of Forbearances (future functionality) and a record of payments made. In addition, an Audit Log of adjustments to the Plan are listed. Information includes dates, user names, types and standard comments related to plan adjustments made and supervisor approvals.

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: Repayment Plan Inquiry
Select Repayment Plan: CCCCCCCC,EM

     Searching for a PATIENT, (pointed-to by DEBTOR)
  CCCCCCCC,EMILIO        5-29-46   XXXXXXXXX      NO     NSC VETERAN
 Enrollment Priority: GROUP 8c   Category: ENROLLED      End Date:

        ...OK? Yes// <RET>  (Yes)    442-RPP-01-000043     NEW       02/15/2021
DEVICE: <enter printer device or return to display on-screen>


Debtor: CCCCCCCC,EMILIO              SSN/TIN: XXXXXXXXX    DOB: MAY 29,1946
Address: PO BOX 76  , ANYTOWN, WY 822140076
Phone: (999)999-9999

Plan #: 442-RPP-01-000043    Status: NEW      Last status date: 02/15/2021

  Current balance: $788.48        Number of payments remaining: 53
 Orig amount owed: $788.48         Original number of payments: 53
Total amount owed: $788.48            Total number of payments: 53
 Repayment amount: $15.00                    Auto-add New Bills:

        Plan date: 02/15/2021         First Payment Due Date: 04/28/2021

Type <Enter> to continue or '^' to exit:

                          List of Bills in Plan
-------------------------------------------------------------------------------
Bill No.           Bill Status        Category        Current Balance
-------------------------------------------------------------------------------
442-K505CCA          ACTIVE           C (MEANS TEST)   $50.08
442-K505FKI          ACTIVE           C (MEANS TEST)   $252.40
442-K5061DV          ACTIVE           C (MEANS TEST)   $95.00
442-K5061DW          ACTIVE           C (MEANS TEST)   $171.00
442-K902WR0          ACTIVE           RX CO-PAYMENT/   $55.00
442-K902WR1          ACTIVE           RX CO-PAYMENT/   $55.00
442-K902WR2          ACTIVE           RX CO-PAYMENT/   $55.00
442-K902WR3          ACTIVE           RX CO-PAYMENT/   $55.00
-------------------------------------------------------------------------------


                            Plan Schedule
-------------------------------------------------------------------------------
  Due Date    Paid?   Due Date    Paid?   Due Date    Paid?
-------------------------------------------------------------------------------
  04/28/2021   N    05/28/2021   N    06/28/2021   N
  07/28/2021   N    08/28/2021   N    09/28/2021   N
  10/28/2021   N    11/28/2021   N    12/28/2021   N
  01/28/2022   N    02/28/2022   N    03/28/2022   N
  04/28/2022   N    05/28/2022   N    06/28/2022   N
  07/28/2022   N    08/28/2022   N    09/28/2022   N
  10/28/2022   N    11/28/2022   N    12/28/2022   N
```

```
01/28/2023     N    02/28/2023     N    03/28/2023     N
04/28/2023     N    05/28/2023     N    06/28/2023     N
07/28/2023     N    08/28/2023     N    09/28/2023     N
10/28/2023     N    11/28/2023     N    12/28/2023     N
01/28/2024     N    02/28/2024     N    03/28/2024     N
04/28/2024     N    05/28/2024     N    06/28/2024     N
07/28/2024     N    08/28/2024     N    09/28/2024     N
10/28/2024     N    11/28/2024     N    12/28/2024     N
01/28/2025     N    02/28/2025     N    03/28/2025     N
04/28/2025     N    05/28/2025     N    06/28/2025     N
07/28/2025     N    08/28/2025     N

                          Forbearances
--------------------------------------------------------------------------------
  Date                Month/Year Forborne        Month/Year Added
--------------------------------------------------------------------------------


                       Payments Applied to Plan
--------------------------------------------------------------------------------
  Date        Amount            Date        Amount
--------------------------------------------------------------------------------


                            Audit Log
--------------------------------------------------------------------------------
  Date          User               Type          Comment
--------------------------------------------------------------------------------
02/15/2021   DDDDDDDDD,JJJJ A       NEW       NEW PLAN
02/15/2021   DDDDDDDDD,JJJJ A       NEW       SUPV APPR <$25
02/15/2021   DDDDDDDDD,JJJJ A       NEW       SUPV APPR >36 MTHS
02/18/2021   DDDDDDDDD,JJJJ A       EDIT      TERMS ADJUSTMENT
02/18/2021   DDDDDDDDD,JJJJ A       NEW       SUPV APPR <$25
02/18/2021   DDDDDDDDD,JJJJ A       NEW       SUPV APPR >36 MTHS

                          End of Inquiry

Press <return> to continue <RET>


        Enter a New Repayment Plan
        Add New Bill to a Repayment Plan
        Edit Existing Repayment Plan
  RPI   Repayment Plan Inquiry
  STR   Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

REPAYMENT PLAN STATUS REPORT

This option allows users to generate the Repayment Plan Status Report . The report provides a list of Repayment Plans which can be sorted and filtered by the user. The user is first asked to sort by Debtor (N)ame, (S)tatus or (A)ccount Balance. The user may then filter by Debtor (N)ame, (S)tatus or produce the output (U)nfiltered. For the example below, the user sorts by Debtor Name, and then filters for those Repayment plans that are New. Statuses available for user choice include (A)ll, (N)ew, (C)urrent, (L)ate, (D)elinquent, (P)aid in Full, and Clo(S)ed. The user may select one, many or all. Next, the user chooses the minimum number of days the Plan is in that status; entering a zero would provide a list of those added "today." The next

prompt asks whether the output is to be exported to Excel. The Device prompt is then displayed; note that the report output is 132 columns.

The report displays the following data fields:

- Debtor Name

- Last 4 digits of the Social Security Number

- Repayment Plan ID Number

- Original Plan Date (date Plan was created)

- Status and Status Date, and the number of days in that Status

- Last payment

- Current Plan length

- Remaining balance

- Cross Servicing Indicator - whether or not the Debtor associated with this Plan has any bills currently at Treasury for Cross Servicing Debt Referral.

- Number of forbearances granted

```
Select Repayment Plan Menu <TEST ACCOUNT> Option: STR   Repayment Plan Status Report

Repayment Plan Status Report

Sort By Debtor (N)ame, (S)tatus or (A)ccount Balance: N// ame
Filter By Debtor (N)ame, (S)tatus or (U)nfiltered: S// tatus

Statuses available:
  (A)ll, (N)ew, (C)urrent, (L)ate, (D)elinquent, (P)aid in Full, Clo(S)ed,

Statuses currently selected: None

Select Status to add, Enter to continue or (Q)uit? New

Statuses available:
  (A)ll, (N)ew, (C)urrent, (L)ate, (D)elinquent, (P)aid in Full, Clo(S)ed,

Statuses currently selected: New

Select Status to add, Enter to continue or (Q)uit? <RET>

Enter the Minimum # of Days in Status or ^ to quit: 1
Export to Excel (Y/N)? YES// NO

This report requires 132 column display.

DEVICE: 0;132;999  HOME  (CRT)


Repayment Plan Status Report                                  Sep 21, 2021
Page: 1
Filtered by: Status (NEW), at least 1 days in status
Sorted by: Debtor name
```

```
For-
                                                        Original      Status
Days in   Last    Cur plan  Remaining     bear-
Name                        SSN      RPP ID      Plan Dt  Stat  date
status   payment  length   balance  CS  ances
--------------------------------------------------------------------------------
--------------------------------------------------
AAAA,RRRRRR E                XXXX  442-RPP-02-000066  06/29/21  NEW  06/29/21
84              5           $114.00   Y
CCCCCCC,III TTTTTTT          XXXX  442-RPP-01-000069  08/30/21  NEW  08/30/21
22              34          $168.00   N
DDDDD,RRRRRRR A              XXXX  442-RPP-01-000070  08/31/21  NEW  08/31/21
21              40          $197.00   N
EEEEEEE MM VENDOR            N/A   442-RPP-01-000060  06/11/21  NEW  06/11/21
102             53          $2604.28  N
IIIIII,DDDDDDD RRR           XXXX  442-RPP-01-000071  08/31/21  NEW  08/31/21
21              39          $730.00   N
SSSSS,QQQQQQQ MMMMMM         XXXX  442-RPP-01-000044  05/12/21  NEW  05/12/21
132             10          $498.82   Y
TTTTTTTT,BBBBBB LLLLLLLL     XXXX  442-RPP-01-000056  06/10/21  NEW  06/10/21
103             6           $65.10    Y


Press <return> to continue



        Enter a New Repayment Plan
        Add New Bill to a Repayment Plan
        Edit Existing Repayment Plan
  RPI   Repayment Plan Inquiry
  STR   Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

One Note: When using the filter by Debtor (N)ame, please ensure the entries for the START WITH NAME and GO TO NAME fields are capitalized. The example below generates a report of Repayment Plans where the Debtor's last name begins with the letter 'M.'

```
        Enter a New Repayment Plan
        Add New Bill to a Repayment Plan
        Edit Existing Repayment Plan
  RPI   Repayment Plan Inquiry
  STR   Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option: STR  Repayment Plan Status Report

Repayment Plan Status Report

Sort By Debtor (N)ame, (S)tatus or (A)ccount Balance: N// ame
Filter By Debtor (N)ame, (S)tatus or (U)nfiltered: S// Name

   START WITH NAME: FIRST// MAA   < == Please CAPITALIZE entry
       GO TO NAME: LAST// MZZ    < == Please CAPITALIZE entry
Export to Excel (Y/N)? YES// NO

This report requires 132 column display.

DEVICE: 0;132;999  HOME  (CRT)
```

```
Repayment Plan Status Report                                    Sep 21, 2021
Page: 1
Filtered by: Debtor name (from MAA to MZZ)
Sorted by: Debtor name


For-
                                                 Original         Status
Days in    Last     Cur plan  Remaining     bear-
Name                          SSN      RPP ID         Plan Dt  Stat  date
status    payment   length    balance  CS  ances
-------------------------------------------------------------------------------
--------------------------------------------------
MAAAAAA,VVVVV EEEEEE             XXXX  442-RPP-01-000052  06/09/21  NEW   06/09/21
104               11            $101.00   N
MDDDD,EEE RRR                   XXXX  442-RPP-01-000021  04/28/21  CURR  04/28/21
146               3             $60.25    N 0
MHHHHH,BBBBBB KKK               XXXX  442-RPP-01-000048  06/08/21  NEW   06/08/21
105               15            $1456.01  Y
MLLLLLLL,VVVVV JJJJJJ           XXXX  442-RPP-01-000016  04/28/21  CURR  04/28/21
146               1             $23.06    N 0
MNNNNNN,RRRR DDDD               XXXX  442-RPP-01-000006  04/28/21  CURR  04/28/21
146               11            $257.68   N 0
MYYYY,SSSS RRRRRR               XXXX  442-RPP-01-000035  04/28/21  CURR  04/28/21
146               5             $226.11   N 0


Press <return> to continue


        Enter a New Repayment Plan
        Add New Bill to a Repayment Plan
        Edit Existing Repayment Plan
  RPI   Repayment Plan Inquiry
  STR   Repayment Plan Status Report

Select Repayment Plan Menu <TEST ACCOUNT> Option:
```

ADD AN ADMINISTRATIVE COST

This option allows you to add to the outstanding balance of an account any administrative charges incurred during the debt collection process. The charges include:

- Internal Revenue Service locator charge

- Department of Motor Vehicles locator charge

- Marshal fees or Court Costs

- Credit report costs

- Consumer reporting agency costs

```
Select Update Accounts Receivable Option: add an Administrative Cost
Select ACCOUNTS RECEIVABLE BILL NO.: AA0008  000-AA0008        RX CO-
PAYMENT/NSC VET      08-18-92    ARpatient,one       ACTIVE  $80.99
ADMIN. COST CHARGE DATE: T  (OCT 23, 1994)
IRS LOC.COST: 3.00
CREDIT REP.COST: 2.00
DMV LOC.COST: 1.00
CONSUMER REP.AGENCY COST: 5.00
MARSHAL FEE: .50
```

```
COURT COST: .50
=====================================================================
BILL NO.:  000-AA0008           TRANSACTION DATE:      OCT 23,1994
TYPE:     ADMIN.COST CHARGE     TOTAL TRANS. AMOUNT:          12.00
IRS LOC. COST:       3.00       CREDIT REP.COST:               2.00
DMV LOC.COST:        1.00       CONSUMER REP.AGENCY COST:      5.00
MARSHAL FEE:         0.50       COURT COST:                    0.50
=====================================================================
Is this correct? NO// Y  (YES)          *** DONE***
```

3RD PARTY INFORMATION DATA EDIT

This option is provided for editing the Third Party information that is stored along with the bill.

At the time that a bill is entered into the system, either directly by a Billing Clerk or indirectly by another module such as MAS, information about the bill is copied from other files and stored in the Accounts Receivable file. This copied information is used for billing purposes only and can be changed as circumstances require. The files of origin are never changed. Quite often, the AR Clerk will receive the most current information about insurance coverage and debtor's address during the debt collection process.

NOTE: Updating information here with the Edit Debtor's Address option does not alter the Patient file. You should notify MAS of important changes as they occur.

UPDATE 'BILL RESULTING FROM' DATA

This option allows you to edit the "Bill Resulting From" data that appears on all bills.

The "Bill Resulting From" Data is a short phrase used on the follow-up letters to indicate the cause of the bill. If the bill was initially set up with erroneous information, this option gives you a chance to make a correction before the letters are mailed. If you learn, during the course of collecting the debt, that a change needs to be made you can use this option to make the correction and the Reprint The Follow-up Letters option to print new letters.

```
Select Update Accounts Receivable Option: UPDATE 'Bill Resulting From'
Data

Select ACCOUNTS RECEIVABLE BILL NO.: AA0008  000-AA0008     RX CO-
PAYMENT/NSC VET     08-18-92    ARpatient,one      ACTIVE  $92.99

BILL RESULTING FROM: PHARMACY CO-PAYMENT// IMC    INPATIENT MEDICAL CARE
```

COWC REFERRAL

Occasionally you will need to refer a veteran patient's bill to the Department of Veterans Benefits Committee on Waivers and Compromises. This option lets you record the date of referral and the amount being referred.

NOTE: These options may be used to correct particular errors caused by incorrect posting of payments.

```
Select ACCOUNTS RECEIVABLE BILL NO.: AA0008  000-AA0008      RX CO-
PAYMENT/NSC VET    08-18-92   ARpatient,one       ACTIVE  $92.99#
This account has already been referred to the COWC !

BILL #: AA0008   DATE REFERRED: 10/23/93   AMOUNT REFERRED: 10

REFERRAL DATE TO COWC: OCT 23,1994//<ret>
REFERRED AMOUNT TO COWC: 10// 90
```

ADJUSTMENTS TO ACCOUNTS RECEIVABLE

This menu contains options necessary for applying adjustments to an account. These options affect the principal balance of a bill due to administrative actions. Adjustment to an AR regular adjustment to a bill can decrease or increase the principal balance. Use other appropriate options to process payments and include administrative charges and interest.

```
adjustments to
accounts receivable
menu

Adjustment to an AR Record...
Waive an Accounts Receivable...
Terminate an Accounts Receivable...
Re-establish Bill
Suspend an AR Bill
```

ADJUSTMENT TO AN AR RECORD

This menu contains options that adjust a debtor's account. These options affect the principal balance of a bill in response to administrative actions. This option is locked with the PRCADJ Security Key.

```
adjustment to
an ar record
menu

Decrease Adjustment
Increase Adjustment
```

DECREASE ADJUSTMENT

This option applies a credit transaction to an active bill causing the balance of the bill (and account) to decrease.

Use this option to manually apply decrease transactions to an active bill. A good example of an administrative action that requires an adjustment is a case where MAS has found it necessary to cancel a bill generated by the AR Package. It will be necessary to make a decrease adjustment to the bill, reducing the balance due to zero. The status of the bill will then automatically change to either cancellation or collected/closed.

Situations sometimes arise where a small amount reflecting interest or administrative charges is all that remains of the debt. This occurs because interest and administrative charges are liquidated first, before the payment is applied to the principal balance. A payment of $100 toward a debt of $100 plus $5 interest leaves a principal balance of $5. Administrative action may be taken to decrease this small balance to zero.

When the balance of a bill is decreased to zero, the status will be automatically changed to either Cancellation or Collected/ Closed. The following criteria determine the new status:

Status	Criteria
Collected/Closed	if the bill contains at least one payment transaction
Canceled	if the bill contains no payment transactions

NOTE: If the bill category is Reimbursable Health Insurance, you will be prompted to answer, "Contractual Adjustment?: YES//". This decrease transaction will be flagged as Contractual Adjustment.

If the bill has at least one EEOB pending auto-post, you will be prompted to answer "Marked for Auto-Post. Are you sure?"

```
Select Adjustment to an AR record Option: Decrease Adjustment
Select ACCOUNTS RECEIVABLE BILL NO.:   000-K400025     VENDOR     05-
18-94  ARDEBTOR, ONE     ACTIVE  $200.00

*** Transaction #135 assigned ***

ADJUSTMENT DATE: t  (AUG 26, 1994)
ADJUSTMENT NUMBER: 1//
ADJUSTMENT AMOUNT: 12.00
COMMENTS:
  Edit? NO//
========================================================================
BILL NO.:   000-K400025                ADJUSTMENT AMOUNT:      -12.00
ADJUSTMENT DATE:     AUG 26,1994      ADJUSTMENT NO.:     1

FISCAL YEAR        PAT REF NO.    ADJ.AMOUNT     PRIN.BAL.(ADJUSTED)
 94                               -12.00          188.00
```

```
Brief Comment:                                    Follow-up Date:

Comments:
==============================================================================
Is this correct? NO// y  (YES)


Creating FMS Modified Billing Document...
Document #33 Created.
```

INCREASE ADJUSTMENT

Use this option to apply a debit transaction to an active bill causing the balance of the bill (and account) to increase.

Use this option to manually apply increase transactions to an active bill. An example of this type of adjustment is a case where an increase in the cost of materials to perform a laboratory test needs to be passed on to the debtor. This is not adjusted automatically, so apply an increase adjustment.

```
Select Adjustment to an AR record Option: INCREASE Adjustment
Select ACCOUNTS RECEIVABLE BILL NO.:   000-K400025      VENDOR    05-
18-94  ARDEBTOR, ONE     ACTIVE  $188.00

*** Transaction #136 assigned ***

ADJUSTMENT DATE: t  (AUG 26, 1994)
ADJUSTMENT NUMBER: 2//
ADJUSTMENT AMOUNT: 10
COMMENTS:
  Edit? NO//
==============================================================================
BILL NO.:   000-K400025              ADJUSTMENT AMOUNT:      10.00
ADJUSTMENT DATE:     AUG 26,1994     ADJUSTMENT NO.:    2
FISCAL YEAR       PAT REF NO.    ADJ.AMOUNT    PRIN.BAL.(ADJUSTED)
 94                               10.00           198.00

Brief Comment:                                    Follow-up Date:

Comments:
==============================================================================
Is this correct? NO// y  (YES)

Creating FMS Modified Billing Document...
Document #34 Created.
```

WAIVE AN ACCOUNTS RECEIVABLE

This menu contains options necessary for recording a debt waiver. All waivers are at the discretion of the Fiscal Officer. The waived bills will still be kept on file for six

<div style="float:right; border:1px solid black; padding:5px;">
waive an
accounts receivable
menu

Partial Waiver
Full Waiver
</div>

years with a status of Write-Off. These options refer to actions taken by the Fiscal Officer. To handle actions taken by District Counsel or Department of Justice, see the DC/DOJ Action menu.

PARTIAL WAIVER

This option applies a credit transaction to an active bill decreasing the balance by a partial amount. Waivers are logged and tracked within the AR system for the management. This type of transaction can occur at any time during the debt collection cycle. After the amount being waived is entered, the system gives you the opportunity to verify it before proceeding.

```
Select Waive an Accounts Receivable Option: PARTIAL Waiver
Select ACCOUNTS RECEIVABLE BILL NO.: AA0067  000-AA0067      RX CO-
PAYMENT/SC VET    05-28-93    ARpatient,one        ACTIVE  $5.69

WAIVED IN PART DATE: T  (OCT 23, 1994)
WAIVED AMOUNT: 1.00
========================================================================
BILL NO.:   000-AA0067                    WAIVED AMOUNT:       1.00
WAIVED DATE:   OCT 23,1994

FISCAL YEAR    PAT REF NO.  WAIVED AMOUNT  PRIN.BAL.(WAIVED)
 93                            1.00            0.66
========================================================================
Is this correct? NO// Y  (YES)
```

FULL WAIVER

This option applies a credit transaction to an account decreasing the balance by the full amount. Waivers are logged and tracked within the AR system for the management.

A Full Waiver makes the bill inactive with a status of Write-off. In the unlikely event that a bill is waived in error, the supervisor will have to take action to re-establish it. You are asked if you are sure that this is the action you want to take, then you are asked for an optional comment.

```
Select Waive an Accounts Receivable Option: FULL Waiver

Select ACCOUNTS RECEIVABLE BILL NO.:    000-AA0067      RX CO-PAYMENT/SC
VET    05-28-93    ARpatient,one        ACTIVE  $4.69

Are you sure you want to record this as a Waiver ? NO// Y  (YES)
WAIVED DATE: T  (OCT 23, 1994)
COMMENTS:
  1>Please enter a comment on the Full waiver.
  2>
EDIT Option:<ret>
```

TERMINATE AN ACCOUNTS RECEIVABLE

This menu contains options necessary to stop the debt collection regardless of whether the debt has been paid.

NOTE: A bill that has been waived in full may still require a termination action.

terminate an accounts receivable menu

Fiscal Officer Terminated
Compromise Termination

FISCAL OFFICER TERMINATED

This option terminates an entire bill for no further collection. Choosing this option to terminate a bill changes the bill's status to Write-Off.

This decision is made by the Fiscal Officer. If an entire account is being terminated, each bill must be processed individually. Double question marks will give you a list of the reasons for termination. A comment can be included to make the record more meaningful.

```
Select Terminate an Accounts Receivable Option: fiscal Officer Terminated
Select ACCOUNTS RECEIVABLE BILL NO.: AA0008  000-AA0008      RX CO-
PAYMENT/NSC VET     08-18-92     ARpatient,one       ACTIVE  $87.99

Are you sure you want to record this as a Termination ? NO// y  (YES)
TERMINATION DATE: t  (OCT 23, 1994)
TERMINATION REASON: WAIVED
COMMENTS:
  1>Please enter a comment on the Fiscal officer termination.
  2><ret>
EDIT Option:<ret>
```

COMPROMISE TERMINATION

This option terminates a portion of an active bill for no further collection. Choosing this option to terminate an active bill changes the bill's status to Write-Off.

This decision is made by the Fiscal Officer. If an entire account is being terminated, each bill must be processed individually. A comment can be included to make the record more meaningful.

RE-ESTABLISH A BILL

This option re-establishes an inactive bill changing its status back to Active. Valid bills to re-establish include bills with the following status:

- Suspended
- Cancellation
- Collected/Closed
- Write-Off

Options to apply this transaction to an account will prompt for a bill, an amount, and a comment. The amount prompt will only appear if the bill has no balance ($0.00); however, if the bill had a previous balance, the system will automatically re-establish the bill for that amount. Finally, the comment will appear in the description column of the patient statement for the veteran to see.

For example, this supports documenting bankruptcy actions for veterans who have attempted to file bankruptcy. A "transaction" to re-establish an amount should be created, and a prompt for a comment about why this amount is being suspended. A comment like "Patient did not qualify for Bankruptcy" could be entered and would appear on the patient statement to describe why that amount was added to the statement balance.

```
Select Adjustment to Accounts Receivable Option: RE-Establish Bill
SITE: ALTOONA VAMC//<ret>                PENNSYLVANIA        000

Select ACCOUNTS RECEIVABLE BILL NO.: AA0045  000-AA0045      RX CO-
PAYMENT/NSC VET    01-27-93  ARpatient,one     SUSPENDED  $268.25
Are you sure you wish to re-establish this bill? NO// Y  (YES)
COMMENTS:
000-AA0045 is in the ACTIVE status for $268.25
```

SUSPEND A BILL

This option suspends a bill changing its current status to Suspended. The amount to suspend is added to the account balance.

Options to apply this transaction to an account will prompt for a "comment". This comment will appear in the description column

of the patient statement. For example, this supports documenting bankruptcy actions for those veterans who have filed bankruptcy. A transaction to suspend an amount would be chosen, and a prompt for a comment about why this amount is being suspended. A comment like "Claimed Bankruptcy" is entered and appears on the patient statement to describe why that amount was subtracted from the statement balance.

```
Select Adjustment to Accounts Receivable Option: SUSPEND an AR bill

Select ACCOUNTS RECEIVABLE BILL NO.: AA0023  000-AA0023   C (MEANS TEST)
 09-04-92    ARpatient,one        ACTIVE   $75.50

Are you sure you want to record this as a Suspension ? NO// Y  (YES)
SUSPENDED DATE: T  (OCT 23, 1994)
COMMENTS:
  1>Enter a comment related to the suspension of the
  2>bill.
  3><ret>
EDIT Option:<ret>
```

REPORT MENU FOR ACCOUNTS RECEIVABLE

This menu contains report options for the Accounts Receivable Package. Reports formatted for 80 columns can be viewed on your CRT screen or sent to a printer. Reports designed for 132 columns should be printed. If you decide to send a report to a printer, you can queue the output; that is, you can release the report to the system which will send it to the printer along with other jobs in the queue.

Report Menu for Accounts Receivable
Accounts Receivable Status Reports...
Delinquent AR Reports...
Management Reports...
Reconciliation Reports...

ACCOUNTS RECEIVABLE STATUS REPORTS

This menu provides options to display bill listings by status, category, or referrals.

Accounts Receivable status reports menu
DC Pending Referral AR Listing
DOJ Pending Referral AR Listing
Category Listing for Bills
Status Listing for Bills
Refunds to be Approved by Certifying Official

DC PENDING REFERRAL AR LISTING

This report displays a listing of bills that may need to be referred to the District Counsel for collection proceedings. Running this report on a weekly basis will alert you when bills have become past due.

DOJ PENDING REFERRAL LISTING

This report shows a listing of bills that may need to be referred to the Department of Justice for collection proceedings. Running this report on a weekly basis alerts you when bills have become past due.

CATEGORY LISTING FOR BILLS

This option displays a report of all bills within a given category. Valid categories include the following:

Require Code Sheets to become an ACTIVE bill	
Vendor	Tort Feasor
Military	Category C (Means Test)
Medicare	Emergency/Humanitarian
InterAgency	Crime of Personal Violence
Ex-Employee	Ineligible Hosp.
Current Employee	No-Fault Auto Accident
Sharing Agreements	Federal Agency-Refund
Rx Co-Payment	Federal Agency-Reimburse
Workman's Compensation	Reimbursable Health Insurance
Hospital Care Per Diem	Nursing Home Care Per Diem
RX Co-Payment (NSC)	RX Co-Payment (SC)

```
Select Accounts Receivable Status Reports Option: CATEGory Listing for
Bills
  START WITH CATEGORY: FIRST//<ret>
    START WITH CURRENT STATUS: FIRST//<ret>
DEVICE:<ret>   VIRTUAL    RIGHT MARGIN: 80//<ret>
AR CATEGORY/STATUS LIST                  OCT 23,1994  11:10    PAGE 1
                                                    PRINCIPAL CURRENT
BILL NO.         DEBTOR              CAT.  STATUS    BALANCE
BALANCE
-------------------------------------------------------------------------
10000-AA008  ARpatient,one             C    A      249.00  265.00
000-AA0001   ARpatient,two             PN   CC       0.00    0.00
000-AA0003   ARpatient,three           C    WO     499.09  500.00
000-AA0006   ARpatient,four            PS   CC       0.00    0.00
000-AA0007   ARpatient,five            PN   OB      10.00   10.00
000-AA0008   ARpatient,six             PN   WO      75.99   87.99
000-AA0010   ARpatient,seven           PS   CN       0.00    0.00
000-AA0011   ARpatient,eight           PS   CC      20.00   20.00
000-AA0012   ARpatient,nine            PS   CC       0.00    0.00
000-AA0014   ARpatient,ten             PN   CC       0.00    0.00
000-AA0016   ARpatient,eleven          PN   A       50.00   50.00

TOTAL                                           904.58      932.99
COUNT                                               11          11
MEAN                                             60.27       62.20
MINIMUM                                           0.00
MAXIMUM                                         499.09
DEV.                                            137.68
```

STATUS LISTING FOR BILLS

This option lists all bills with a given status. This report will contain the bill's number, date, debtor, and balance. In addition, a summary will appear at the end of the report which will show the total number of bills with this status and the total balance of all bills with this status. To view this report, enter the status name at the system prompt

```
Select AR - Accounts Receivable Menu Option: STATUS Listing For Bills
List for STATUS: OPEN
DEVICE: HOME//<ret>   VIRTUAL    RIGHT MARGIN: 80//<ret>

Status: OPEN
Bill no.        Date Prepared  Category              Debtor       Balance
-------------------------------------------------------------------------
000-AA0054   NOV  1,1992   RX CO-PAYMENT/N   ARpatient,one        8.00
000-K10044   JUL 14,1994   PREPAYMENT        ARpatient,two        7.00
000-K10056   OCT  1,1994   PREPAYMENT        ARpatient,three     20.00
000-K20187   OCT 22,1994   RX CO-PAYMENT/S  *ARpatient,four      10.00
000-K20188   OCT 22,1994   RX CO-PAYMENT/N   ARpatient,five       2.00

TOTAL:      47.00
COUNT:       5.00
 MEAN:       9.40              * -indicates that patient is deceased
```

REFUNDS TO BE APPROVED BY CERTIFYING OFFICIAL

This option allows the user to print all refunds which are pending approval by a certifying official. (See 'Refund Review and Approve for more information.)

DELINQUENT AR REPORTS

This menu contains report options which display accounts that have been in debt for the number of days specified. Since the date range is built into the print specifications, these reports can be set up by the IRM/Site Management Office to run on a recurring basis.

Delinquent AR Reports menu
31-90 Delinquent Accounts
91-180 Days Delinquent Accounts
181-365 Days Delinquent Accounts
Over 365 Days Delinquent Accounts
Print All Delinquent Accounts
Report of AR by Last Activity Date

The reports show bills on an individual basis. An account can have multiple bills that are delinquent. Each one will show as a separate line entry. The column heading ICD refers to the Interest Computation Date for that bill. That is the date of the first follow-up letter.

31-90 DELINQUENT ACCOUNTS

This option displays all delinquent bills that have been in debt anywhere between 31 and 90 days. Use this option to obtain debtors to follow-up for collection of these debts.

91-180 DAYS DELINQUENT ACCOUNTS

This option displays all delinquent bills that have been in debt anywhere between 91 and 180 days. Use this option to obtain debtors to follow-up for collection of these debts.

181-365 DAYS DELINQUENT ACCOUNTS

This option displays all delinquent bills that have been in debt anywhere between 181 and 365 days. Use this option to obtain debtors to follow-up for collection of these debts.

OVER 365 DAYS DELINQUENT ACCOUNTS

This option displays all delinquent bills that have been in debt over 365 days. Use this option to obtain debtors to follow-up for collection of these debts.

PRINT ALL DELINQUENT ACCOUNTS

This option displays all bills that are more than 30 days delinquent. Use this option to obtain debtors to follow-up for collection of these debts.

REPORT OF AR BY LAST ACTIVITY DATE

This option displays a report of all bills that have had no activity before a given date. Typically, these are bills that have been unresolved. The "last activity date" is defined as the following:

- Last time a letter printed (LETTER1, LETTER2, LETTER3)
- Date bill was prepared
- Date status was last updated
- Date the last transaction was entered into the system or Transaction date

```
Report of AR Last Activity before 02/16/93    OCT 24,1994  22:12  PAGE 1
             CURRENT                          CURRENT  DATE OF LAST
BILL NO.    STATUS     DEBTOR                 BALANCE  ACTIVITY
  CATEGORY     DATE BILL PREPARED
--------------------------------------------------------------------

000-AA0079  ACTIVE      ARpatient,one             100.00  JAN 12,1994
  C (MEANS TES  JAN 12,1994
000-AA0080  ACTIVE      ARpatient,two             125.00  JAN 14,1994
  C (MEANS TES  JAN 12,1994

                                            ------------
SUBTOTAL                                          225
SUBCOUNT                                            2
SUBMEAN                                          112.50
```

MANAGEMENT REPORTS

This menu contains report options that allow management to get an overview of the debt collection system in its entirety.

> **Management Reports Menu**
>
> 3rd Party Accounts Report Print
> Admin/Interest Rates Print
> DC/DOJ Debt Collection Report...
> Co-Pay Waiver Report
> Contingent 3rd Party AR Report
> IRS Offset Report
> Medication Co-Pay Exemption
> Payments with Write-offs Report
> Revenue Code Totals by Rate Type
> Transaction History